



Demonstration

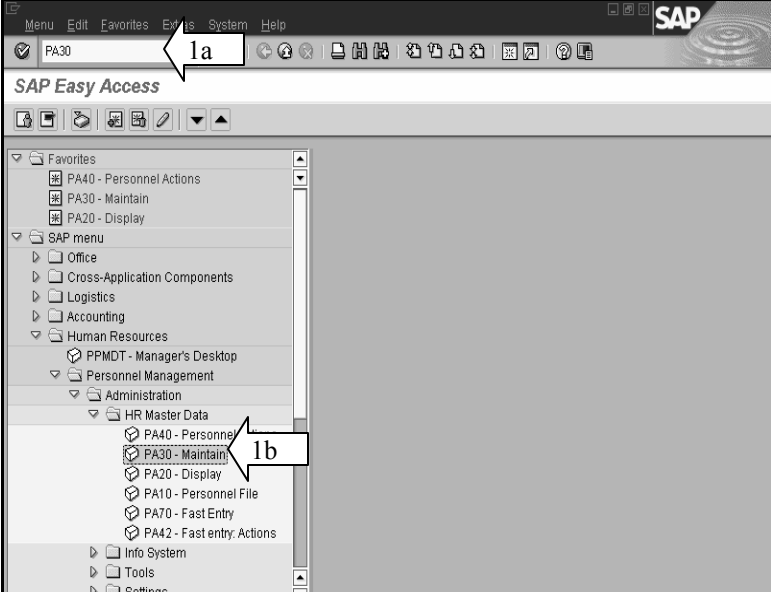
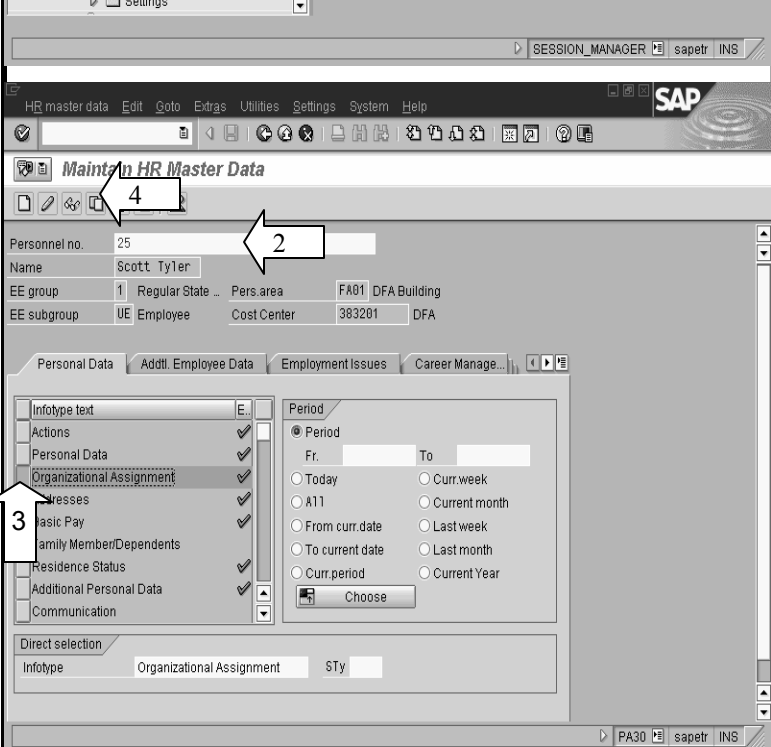
- **Changing an Employee's Contract Field Option**

Human Resources > Personnel Management >
Administration > HR Master Data
(PA30)

Note: The contract field on the employee's Organizational Assignment infotype along with employee group and subgroup determines benefits eligibility for the employee. Therefore, it is important for the contract field to reflect accurate information so the employee can be enrolled in the benefits they are eligible for.



Changing an Employee's Contract Field Option

SCREEN VIEW	STEPS
 <p>The screenshot shows the SAP Easy Access menu. Annotation 1a points to the command field at the top where 'PA30' is entered. Annotation 1b points to the 'PA30 - Maintain' option in the 'HR Master Data' sub-menu.</p>	<p>1a. Enter transaction code PA30 in the command field and press enter,</p> <p>OR</p> <p>1b. Optional - Follow the menu path and double click on PA30 - Maintain.</p>
 <p>The screenshot shows the 'Maintain HR Master Data' screen. Annotation 2 points to the 'Personnel no.' field containing '25'. Annotation 3 points to the 'Organizational Assignment' infotype in the list on the left. Annotation 4 points to the copy icon (two overlapping documents) in the top toolbar.</p>	<p>2. Enter the employee's Personnel number.</p> <p>3. Select the Organizational Assignment infotype.</p> <p>4. Click on the copy icon.</p>



Changing an Employee's Contract Field Option

SCREEN VIEW

The screenshot shows the SAP 'Copy Organizational Assignment' screen. Key fields include:

- Personnel No: 25, Name: Scott T., Status: Active
- EE group: 1 Regular State Em..., Personnel ar: FA01, DFA Building
- EE subgroup: UE Employee, SSN: 013-34-2687
- Start: 03/14/2004 to 12/31/9999
- Enterprise structure: CoCode: ARK, Pers.area: FA01, Cost Ctr: 383201
- Personnel structure: EE group: 1 Regular State Empl., EE subgroup: UE Employee, Payr.area: 11 Arkansas Bi-Weekly
- Contract: 1000 Hours/Year
- Organizational plan: Percentage: 100.00, Position: 22080181, Job key: 21668669

Arrows indicate the steps: Arrow 5 points to the 'Contract' field, and Arrow 6 points to the dropdown menu for the 'Contract' field.

➤ **REMEMBER:** Rehired retirees are eligible to be enrolled in a different retirement plan than what they retired in as long as they were hired to work at least 80 hours or more a month for 3 months or more, or they are to work 1000 hours a year (i.e. Employee who retired from DFA, hired at the Dept. of Education). In this case, do not use one of the rehired retirees options. Use an option that is used for a regular employee (i.e. 1000 Hours/Year, etc).

STEPS

5. Change the Start date to the beginning date of the current pay period in which the change is being made.

6. In the Contract field, click on the drop-down list and select the appropriate option.

➤ For employees who enroll in the DROP and work 1,000 hours or more a year, select "Drop 1000 Hrs Yr". This employee will be eligible for the health and life benefits, but not retirement.

➤ For employees who enroll in the DROP and work less than 20 hours a week, select "Drop < 20 Hrs Wk". This employee will not be eligible for any benefits.

➤ For rehired retirees who work 1,000 hours or more a year, select "RehirRet 1000YR". This employee will be eligible for the health and life benefits, but not retirement.

➤ For rehired retirees who work less than 20 hours a week, select "RehireRET < 20 WK". This employee will not be eligible for any benefits.



Changing an Employee's Contract Field Option

SCREEN VIEW

Infotype Edit Goto Extras System Help

7 8

Personnel No 25 Name Scott T. Status Active

EE group 1 Regular State Em... Personnel ar FA01 DFA Building

EE subgroup UE Employee SSN 013-34-2687

Start 03/14/2004 to 12/31/9999

Enterprise structure

CoCode ARK State of Arkansas Leg.person

Pers.area FA01 DFA Subarea NEL1 NOT,Ex,ASHB

Cost Ctr 383201 DFA Bus. Area 0610 DEPT OF FINANCE AND ...

Personnel structure

EE group 1 Regular State Empl. Payr.area 11 Arkansas Bi-Weekly

EE subgroup UE Employee Contract Drop 1000Hrs Yr

Organizational plan

Percentage 100.00

Position 22080181 R139

Job key 21668669 R139

Administrator

PersAdmin 100 Jenette Manno

Time 101 Shelia Kinslow

PayAdmin 102 Amber Justice

Exempt E

Record valid from 08/18/2003 to 12/31/9999 delimited at end

PA30 sapetr INS

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 25

Name Scott Tyler

EE group 1 Regular State ... Pers.area FA01 DFA Building

EE subgroup UE Employee Cost Center 383201 DFA

Personal Data Addtl. Employee Data Employment Issues Career Manage...

Infotype text E

Actions

Personal Data

Organizational Assignment

Addresses

Basic Pay

Family Member/Dependents

Residence Status

Additional Personal Data

Communication

Period

Fr. To

Today Curr.week

A11 Current month

From curr.date Last week

To current date Last month

Curr.period Current Year

Choose

Direct selection

Infotype Organizational Assignment STy

Record created

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PA30 sapetr INS

STEPS

7. Click Enter.

The message, "Record valid from (date) to 12/31/9999 delimited to end" may appear.

Click Enter again.

The message, "Save your entries" should appear.

8. Click Save.

9. The message, "Record created" will appear.